



State of Louisiana

Division of Administration
Office of Risk Management

MEMORANDUM

TO: Department Heads
Department Safety Officers

FROM: J. S. "Bud" Thompson, Jr.
State Risk Director

CC: Barbara Goodson
Deputy Commissioner

DATE: February 1, 2008

RE: Revised ORM Loss Prevention Audit and Manual

The Office of Risk Management (ORM) is pleased to announce that the revision of the State Loss Prevention Program is complete. The updated Loss Prevention Manual and subsequent changes to the State Loss Prevention Safety Audit and related processes will aid in identifying and reducing risks while maintaining efficiency. The new version of the audit is an objective, score-based document based on a third-party software platform.

The following timeline supersedes all previous correspondence:

2/1/2008 – Update to the ORM web site to include:

- *Printable PDF versions of the [revised manual](#) and [self-audit](#)*
- *A [Frequently Asked Questions](#) section (FAQ), updated periodically*
- *A link to a form on which agency safety contacts can [submit comments/suggestions/enhancements](#) for future updates to the self-audit*
- *The [3-year audit cycle](#) for all agencies*
- ORM Loss Prevention Officers (LPOs) begin consulting with agency contacts regarding the new requirements

- 7/1/08
 - **Compliance Reviews** (CR) begin for all agencies, covering activities from 7/1/07 – 6/30/08 (using the current version of the audit)
 - Current manual and self-audit no longer in effect
 - **New requirements become effective**
 - ORM LPOs ensure agencies begin implementing new requirements
- 7/1/09
 - **Full audits**, based on the new requirements, begin for agencies listed in the first year of the 3 year audit cycle (see ORM web site). The other 2/3 of the list will receive a CR, also based on the new requirements.
- 7/1/10
 - Those agencies listed in the second year of the cycle will receive a full audit; the others a CR.
- 7/1/11
 - Those agencies listed in the third year of the cycle will receive a full audit; the others a CR.

For those individuals at the agency level who are granted a user ID by ORM (currently one ID per billing code level), there will be the ability to complete the required self-audit on line. All other locations without an ID will be able to access a printable, PDF version of the self-audit document from the ORM web site.

User ID Application: <http://doa.louisiana.gov/orm/pdf/DataLiaison.pdf>

New Audit forms:

Again, all full audits/CRs conducted from FY 09-10 forward will cover the new requirements. Therefore, you should begin complying with (and will be held accountable for) the new requirements as of 7/1/08.

If you have any questions, please contact the Loss Prevention Manager, Brett Beoubay, at: 225-342-8532 or the Loss Prevention Officer assigned to your agency.

Their information can be found at: www.doa.louisiana.gov/orm/contactLP.htm.